

Treasury Documentation**Subject:** Jury Duty Leave and Payments, Process**For:** EMPLOYEE HANDBOOK**Also See:** BT-03046

Identification	PT-03094 Procedure
Effective Date	11-1-2006
Replaces	PT-03094 (11-1-2003)

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Employee

1. Receives summons for jury duty.

WHEN: As Soon As Possible

2. Makes two copies of summons and submits copy to:
 - A. Supervisor
 - B. Human Resources (HR) Division.
3. Accesses Treasury's Intranet for form 1413 JURY DUTY RECORD.

HR Division

4. Creates a Jury Duty file folder for employee.

WHEN: Daily Beginning of Work Shift

Employee

5. Notifies Supervisor of jury duty schedule for the day.
6. Decides whether to request leave (annual, deferred or compensatory) and keep jury duty pay, or request jury duty leave and reimburse jury duty pay to the Department. (Sees Bulletin BT-03046 in the Employee Handbook.)

WHEN: At End of Each Day of Jury Duty

7. Records on 1413 date and time of jury duty.

WHEN: Next Work Day After Jury Duty Is Completed

8. **To request annual, personal or other leave and keep jury duty pay:**
 - A. On DCDS, enters hours in appropriate leave column and beginning and ending times in "Comments" area and obtains Supervisor's approval.
9. **To request jury duty leave in lieu of jury duty pay:**
 - A. On DCDS, enters hours and beginning and ending times and obtains Supervisor's approval.
 - (1) Uses Hours Type "JUR1."

WHEN: At End of Biweekly Pay Period

Supervisor

10. Approves time and attendance on DCDS.

Timekeeper

11. Verifies time and attendance on DCDS.

WHEN: Jury Duty Is Completed

Employee

12. Has Clerk of Court or County complete certification section and enter "X" in "Duty Ended" box on 1413.

13. Retains 1413 until jury duty payment is received from the court.

WHEN: Subsequently

14. Receives jury duty check from Court or County where jury duty was served.

15. **If annual or other leave was requested and approved**, retains full payment for jury duty.

16. **If jury duty leave was requested and approved**, submits check for jury duty compensation to HR.

A. If other expenses (e.g., mileage, meals, etc.) are included in jury duty payment, cashes check, retains portion for other expenses and submits own personal check or money order for remainder of compensation to HR.

Note: Failure to reimburse the Department for jury duty pay may result in the hours of jury duty leave used being deducted from annual leave balance and memo being placed in employee's Personnel file stating that employee did not comply with Department policy.

HR Division

17. Makes copy of check and 1413.

18. Forwards original check and 1413 to Receipts Processing Division.

19. Files copies of check and 1413 until F-1002 BATCH ROUTE SHEET is returned from Receipts Processing Division.

Receipts Processing
Division

20. Batches 1413, encodes and deposits payment.

21. Forwards 1413 and F-1002 to HR to be filed in employee's Jury Duty file.

HR Division

22. Verifies dates and times recorded on 1413 to DCDS entries.

23. Verifies correct reimbursement for jury duty was received.

HR Division
(cont.)

24. Reviews employee's Jury Duty file for completeness.

A. If forms or reimbursements have not been received, e-mails employee, with copy to Supervisor, for follow up.

WHEN: File Is Complete

25. Closes Jury Duty file and files in employee's Personnel file.

End